

IME I PREZIME: \_\_\_\_\_

BROJ INDEKSA: \_\_\_\_\_

DATUM: \_\_\_\_\_

125

**ENGLISKI JEZIK 1: PRIPREMA za prvi kolokvijum**

**I Put the given verbs into the appropriate form: (12 points)**

1. You \_\_\_\_\_ (not have, probably) any problems upon arrival.
2. The HR assistant is not available at the moment. She \_\_\_\_\_ (prepare) the agenda.
3. He \_\_\_\_\_ (write) his Cv all morning.
4. Our department \_\_\_\_\_ (always/meet) the deadlines but we \_\_\_\_\_ (face) many delays during the current project.
5. \_\_\_\_\_ (he, finish) he budget report yet?
6. When \_\_\_\_\_ (start, the conference)?
7. We \_\_\_\_\_ (finish) the project, when the computer \_\_\_\_\_ (break down) last night because of the storm.
8. Our headquarters is in Serbia, but we \_\_\_\_\_ (have) many branch offices in different countries.
9. My boss \_\_\_\_\_ (always, take) my pen!
10. My colleague \_\_\_\_\_ (already, welcome) the candidates before I came on last Friday and they \_\_\_\_\_ (wait) for me to start the psychometric test.
11. Where \_\_\_\_\_ (be/Tom) last week when we \_\_\_\_\_ (write) the budget proposal?
12. Look at the clouds! It \_\_\_\_\_ (rain).

**II Circle the correct answer: (13 points)**

1. The employer can \_\_\_\_\_ the contract with immediate effect.  
a) end                      b) stop                      c) breach                      d) terminate
2. It was decided to \_\_\_\_\_ the meeting until after lunch.  
a) interrupt                      b) finish                      c) hold                      d) adjourn
3. We assess candidate's intelligence and personality by \_\_\_\_\_ test.  
a) psychometric                      b) physical                      c) talent                      d) psycho
4. The management decided to accept the proposals put forward \_\_\_\_\_.  
a) altogether                      b) unanimously                      c) completely                      d) together
5. This meeting was \_\_\_\_\_. Everyone was obliged to come.  
a) confidential                      b) punctual                      c) exceptional                      d) mandatory
6. The members were asked to \_\_\_\_\_ on the proposal to introduce flexitime.  
a) conclude                      b) opt                      c) vote                      d) adopt
7. Wearing the \_\_\_\_\_ clothing makes a good first impression at a job interview.  
a) appreciate                      b) applicable                      c) appropriate                      d) appealing
8. She made sure that everyone was able to express their points of \_\_\_\_\_.  
a) impression                      b) view                      c) idea                      d) opinion
9. The employee is \_\_\_\_\_ to treat all company data with complete confidentiality.  
a) welcome                      b) allowed                      c) entitled                      d) required
10. Bob and Tony are business \_\_\_\_\_ and have arranged to meet at the sales conference.  
a) delegates                      b) customers                      c) associates                      d) officers
11. To send your Cv, cover letter and application form to a company is to \_\_\_\_\_ for a job.  
a) apply                      b) interview                      c) employ                      d) hire
12. An \_\_\_\_\_ is a written plan which shows the order of topics to be discussed at the meeting.  
a) rapport                      b) agenda                      c) proposal                      d) list
13. The Accounts Department deals with \_\_\_\_\_.  
a) products and services                      b) transport of goods                      c) invoices and payments